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1 July 1977

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MEMORANDUM FOR: Deputy Director for Intelligence  
SUBJECT : Walter Ricks Briefing

*Guidelines*

I participated in a briefing at Headquarters yesterday for Walter Ricks, a staffer from the Investigative Subcommittee of the Senate Select Committee on Intelligence. Mr. Ricks is interested in Records Maintenance Procedures in the DDI and twelve Records Management officers representing all DDI components attended the session.

Mr. Ricks dwelled for some time on questions about the flow of documents from the time they enter the building until they arrive in the analyst's in box. I believe we clarified for him the different roles played by the Office of Communications, OCR, and the Operations Center in this process. He seemed concerned that the DDO might be sending cables from the field that would not reach the DDI. I told him that DDI analysts often had access to DDO field traffic--via the Ops Center and particularly in critical situations--before their DDO counterparts.

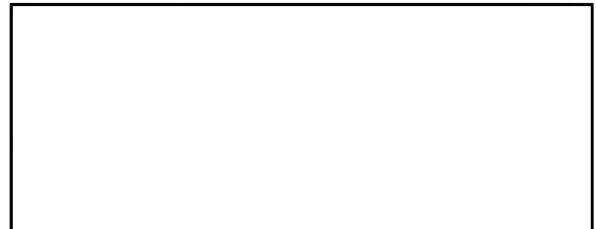
I am not sure if Mr. Ricks' preoccupation with document flow is indicative of his concept of a topic he needs to know in order to complete his investigation or whether his perception of record management is so vague that he does not know where to begin. He seemed surprised, for example, when we told him that we did not regard documents passing through the distribution system as records. The Senate Select Committee has a copy of the Directorate's Record Control Schedule, but Mr. Ricks admitted he has not read it.

Each Records Management Officer gave Mr. Ricks a brief description of their component's mission and file keeping procedures. Mr. Ricks appeared to be under the impression that analysts worked through their Records Management Officer to gain access to "office files." He now understands that analysts

design and maintain their own files to meet what they regard as their primary needs. He was told that space limitations eventually forced analysts to throw out some of their files, but that this material could be recovered from OCR if necessary.

I believe the session cleared away some misconceptions and Mr. Ricks seemed appreciative. He indicated he would like some additional time with us in the future, and I offered to arrange a tour through the Operations Center and a visit to the analyst's environment if he thought it would be useful.

The purpose of Mr. Ricks' investigation has never been clearly defined. He has said it is important for the Committee to understand the file system in case they need access in the future. He has also implied that his task is connected to the Agency's desire to have the moratorium on the destruction of files lifted.



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cc: [redacted] DDI Management  
[redacted] OLC

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